



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Procurement Specialist
3	Posting Number	PN# 107098
4	Department	Houston Airport System
5	Division	Technical Services
6	Section	Procurement
7	Reporting Location	4500 Will Clayton Parkway *
8	Workdays & Hours	Varied, normally M-F *
*Subject to change		
9	DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS Purchases a wide variety of commodities from supply contracts, processes informal bids for equipment and supplies and services, prepares specifications and analyzes bids. Ensures compliance with applicable laws, mandates and procedures. Maintains effective record management of contracts and other related information. Effectively interfaces with vendors and divisions/sections to coordinate requirements and handle conflict resolutions. Other duties as assigned.	
10	WORKING CONDITIONS Performing these duties will involve: discretion about standing, walking, and sitting; making coordinated gross motor movements, and coordinated eye/hand movements; operating city vehicles; and extensive use of video display terminal; be able to lift up to ten (10) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Bachelor's degree in Business Administration, Materials Management, Purchasing or a closely related field.	
12	MINIMUM EXPERIENCE REQUIREMENTS Four (4) years of professional buying experience are required. Directly related work experience may be substituted for the above education requirement on a year for year basis.	
13	MINIMUM LICENSE REQUIREMENTS Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).	
14	PREFERENCES Ability to communicate effectively, both orally and in writing and maintain cooperative working relationships with management and outside vendors. Knowledge of computer software such as Word and Excel.	
15	SELECTION/SKILLS TEST REQUIRED Application review and/or interview.	
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range - Pay Grade 24</div><div>\$1,690.00 - \$1,961.00 Biweekly \$43,940.00 - \$50,986.00 Annually</div></div>	
18	OPENING DATE OCTOBER 12, 2005	
19	CLOSING DATE OPEN UNTIL FILLED	
20	APPLICATION PROCEDURES Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor or submitted online at: http://agency.governmentjobs.com/houstonair/default.cfm Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. "If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862. An equal opportunity employer	